



Office of the City Engineer  
609 West Navajo Street  
West Lafayette, Indiana 47906  
Phone: 765.775.5130  
Fax: 765.775.5249

December 2, 2009

RE: Quotes for Plotter/Scanner/Copier

West Lafayette Office of the City Engineer is requesting quotes for a new large format plotter/scanner/copier. The enclosed Quote Sheet needs to be completed and submitted to the Office of the City Engineer, 609 West Navajo Street, West Lafayette, Indiana 47906 in a sealed envelope by 4:00pm, Friday, December 11, 2009. The envelope should be marked on the outside with the following notation: **Plotter/Scanner/Copier**. Quotes will be opened publicly and reviewed at the Board of Public Works and Safety meeting in City Hall at 8:30, on Monday, December 14, 2009. The Office of the City Engineer plans to issue a purchase order for the lowest responsive, responsible quote.

The Office of the City Engineer is exempt from Indiana sales tax.

Please contact Michael Thompson at (765) 775-5130 for any additional information.

Sincerely,

A handwritten signature in black ink, appearing to be "M-Th".

Michael Thompson  
Assistant City Engineer

Enclosure

Cc: Priority Engineering LLC, Eastern Engineering Supply

## QUOTE SHEET

Quotes will be taken under consideration for the issuance of a purchase order to the most responsive and responsible firm which provides a quote most advantageous for the board.

The Total Price amount should include the cost necessary to purchase and install all products described by these documents.

| Item No. | Item Name                         | Quantity |   | Unit Price |   | Total Price |
|----------|-----------------------------------|----------|---|------------|---|-------------|
| 1        | Outright Purchase                 | 1        | x | Each       | = |             |
| 2        | 36 Month Lease                    | 36       | x | /Month     | = |             |
| 3        | 48 Month Lease                    | 48       | x | /Month     | = |             |
| 4        | 60 Month Lease                    | 60       | x | /Month     | = |             |
| 5        | Optional Maintenance Subscription | -        |   | /Month     | = |             |

Contractor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# Specifications

The proposed plotter/scanner/copier shall be an integrated system of one to three stations with the ability to work and communicate between all stations. Please include a quote for all major brands if more than one brand is available. Additionally the system shall meet the following minimum specifications:

1. Color Plotter
  - a. 600 x 600 DPI
  - b. D-size plot in less than 30 seconds
  - c. 256 MB Memory
  - d. 40 GB Hard Disk
2. Color Scanner
  - a. 300 x 300 DPI
  - b. 2"/second
  - c. PDF, TIFF, JPG, DWF
  - d. 1 GB Memory
  - e. 40 GB Hard Disk
3. Color Copier
  - a. 300 x 300 DPI
4. Paper
  - a. One media roll
  - b. 24"x36" exact size compatible
  - c. 30"x42" exact size compatible
5. All software and drivers necessary to work seamlessly with Windows XP, Windows Vista, Windows 7, AutoCAD 2006 - AutoCAD 2010.
6. One seat of Adobe Acrobat Professional shall be included
7. All equipment, wiring and initial setup and installation shall be provided.
8. System shall have a minimum 12 month warranty without required maintenance plan.
9. Output stacker shall be provided for entire system
10. All units shall include all necessary equipment (mouse, screen, keyboard, etc.) to operate and communicate at the specifications listed in this sheet.
11. Pricing shall include outright purchase, 36, 48 and 60 month one dollar buy-out lease options with separate optional maintenance fee.

Additional Information: Michael Thompson, Assistant City Engineer, West Lafayette Engineering Department, (765) 775-5130, [mthompson@westlafayette.in.gov](mailto:mthompson@westlafayette.in.gov).